



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|----------------------------------|--------------|--------------|--------------|
| FORESTRY REGIONAL MANAGER | 39 | A | 1.807 |

Under the direction of the Deputy State Foresters, Forestry Regional Managers are responsible for managing Fire, Conservation Camp and Resource/Conservation programs within an assigned geographical region.

Supervise regional staff; provide procedural and technical direction; delegate and review work; prepare work programs; develop and revise work performance standards; recruit, hire, discipline and counsel personnel; establish training program goals and objectives, in order to accomplish regional goals and objectives.

Administer the regional budget; prepare and submit budgets for conservation camps, fire and resource management programs, and administrative functions; assess program needs; review previous budgets and project future needs; submit proposed fire program and fiscal requirements to county commissioners; authorize expenditures and monitor accounting records; and make necessary adjustments to ensure adequate funding for programs and fiscal control.

Manage all regional operations and activities; establish and revise priorities; submit reports on all program activities; inspect facilities, property and supplies; approve equipment repair or replacement; manage and control federal excess property assigned to the region; recommend policy changes and develop regional operational guidelines in order to ensure that Division and regional goals and objectives are met.

Administer the regional fire protection program; coordinate staff and equipment; provide technical and tactical assistance; plan, review, and evaluate program performance and effectiveness; review staff recommendations; implement program modifications; evaluate equipment; and cooperate with other fire control agencies in order to ensure program efficiency and adequate fire protection.

Administer resource management and conservation camp programs; coordinate activities; provide direction and technical assistance; review project contracts and work performed; conduct safety and security inspections; investigate incidents; approve equipment and supply requests; and initiate and maintain cooperative work agreements local, State and federal agencies.

Monitor and direct emergency response; provide back up support and technical assistance; assume incident command for large or complex disasters; set priorities and direct operations; develop and implement action plans; analyze probabilities and develop plans to accommodate contingencies; and ensure that logistical support is sufficient to safeguard life, property and resources.

Establish and maintain positive public relations and disseminate information to the media, schools, civic groups, government agencies and interested citizens regarding regional and Division programs, policies and procedures; explain laws, codes and administrative guidelines.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Possession of a Nevada Class C driver's license at the time of appointment and for continuing employment is required.
- * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.
- * Applicants may be required to undergo a background investigation prior to appointment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, resource management or closely related field and four years of progressively responsible professional experience in fire or resource management including at least two years of supervisory experience; **OR** two years of experience as a Forester III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: management principles and practices; supervisory techniques and practices; forest and resource management practices; fire prevention and suppression methods; Incident Command System (ICS); fire investigation methods and techniques; incident stress management unique to fire and emergency response personnel; purchasing procedures and budgetary processes; State and federal conservation/resource agencies and programs. **Ability to:** plan, organize and manage the work of others; establish goals and objectives; supervise subordinate staff; plan and implement natural resource conservation program activities; develop and implement strategy and tactics in suppressing wildland and structural fires; recognize changes in fire behavior and weather conditions; conduct fire investigations to determine origin and cause; prepare and manage budgets; manage a fire control communication system; communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with civic groups and federal, State, and local governmental entities involved in resource and fire management.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: NRS title 42; NRS chapter 205; Division policies; State Administrative Code including, personnel rules and regulations; State budgetary, accounting and purchasing policies and procedures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.807

ESTABLISHED: 9/1/64
REVISED: 10/1/67
REVISED: 7/1/71
REVISED: 2/22/77
REVISED: 3/6/80-3
REVISED: 7/1/87-12P
10/17/86PC
REVISED: 11/13/87-3
REVISED: 7/1/97P
6/4/96PC